



HOLY TRINITY CATHOLIC SECONDARY SCHOOL

EXAM SCHEDULE – June 2019

GRADE 12 (Preliminary Exams - shaded)

Students will write their Periods 4, 3 and 2 exams in designated classrooms on June 17, 18 and 19th (8:35-10:35).

MON June 17	TUES June 18	WED June 19
Grade 12 Students writing an exam for a course scheduled for PERIOD FOUR on their timetable in the Cafeteria	Grade 12 Students writing an exam for a course scheduled for PERIOD THREE on their timetable in the Cafeteria	Grade 12 Students writing an exam for a course scheduled for PERIOD TWO on their timetable in the Cafeteria

Gr. 12 Students will write their Period 1 exams as listed in table below

GRADES 9-11

Students will write their Periods 1, 2, 3AB/3BC and 4 exams in their regularly scheduled classrooms according to their timetable. Exams will commence at **9am**.

REGULAR SCHED THURS June 20	FRI June 21	MON June 24	TUES June 25	WED June 26
All Grades -Students writing an exam for a course scheduled for PERIOD ONE on their timetable.	Students writing an exam for a course scheduled for PERIOD TWO on their timetable.	Students writing an exam for a course scheduled for PERIOD THREE (3AB, 3AC, 3BC) on their timetable.	Students writing an exam for a course scheduled for PERIOD FOUR on their timetable.	Students who have missed an exam due to an approved absence (Doctor's note required)

- **Exams (June 17 – June 26) will commence at 9:00 a.m. each day.** Exams are 1 ½ hours long for grades 9 and 10, and 2 hours long for grades 11 and 12.
- **Thursday June 27th is EXAM REVIEW DAY.** Teachers are available to review exams in designated rooms from 8:30 am – 12:00 pm and 1:00 pm – 2:40 pm. Buses arrive and drop off at regular times.
- **Friday June 28th, 2019 is REPORT CARD DISTRIBUTION from 9:00 a.m. – 1:00 p.m. No Buses.**

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June 2019 EXAMINATION PROCEDURES

1. Illness, substantiated by a doctor's note, is the **ONLY** legitimate excuse for missing an exam.
2. If you are going to be absent due to illness, your parent/guardian **must** phone the Attendance Office by 8:30 a.m. on the day of the exam and see a physician to get a doctor's note.
3. If a note is provided upon your return, your exam will be rescheduled. If a doctor's note is not received upon your return, a mark of **zero** may be assigned.
4. **All missed exams** will be written as arranged with the Vice-Principal (likely on Wednesday June 26th, 2019 in a room specified by the Vice-Principal).
5. Students who arrive late for an exam **MUST** report to the Attendance Office before proceeding to the examination room. **Extra time may not be allowed to complete the exam.**
6. Students will be admitted to their classroom (**Examination Room**) 5 minutes prior to the start of the examination.
7. **Silence is to be maintained from the moment you enter the Examination Room.** Please take your seat and begin writing your examination as directed by your classroom teacher/supervisor.
8. All paper supplies required to write the exam will be provided by your classroom/supervising teacher. Students are expected to provide their own pens, pencils, erasers, ruler, calculator, etc. Pencil cases are not permitted in the examination room.
9. If calculators are allowed during an exam, you **MUST** provide your own; **borrowing will NOT be allowed.** Instruction booklets pertaining to calculators are **not allowed** in the examinations room.
10. Coats, purses, gym bags, books, notes, electronics etc. **will not** be permitted into the examination room.
11. All students writing the examinations are expected to **remain** in the examination room for at least one hour. Students not writing the examination are expected to remain in the cafeteria or library for the entire examination period. **NO** students are to be in the hallways during examination time. They should not be out of the room to go to the washroom.
12. Students who have a spare in their timetable are not required to be in school on that particular day.
13. **Cheating Policy:** No phones or electronic devices are allowed in the exam room. If a student is caught cheating during an exam, or if a student is in possession of any material that could be used for cheating during an exam, the incident will be reported to the Vice-Principal immediately and a mark of **ZERO** may be assigned.
14. **Dress Code:** Exam days are Civvies Days. Proper attire is required – e.g. tank tops, halter tops, bare midriffs or bare shoulders, short skirts, and torn or ripped jeans are **not permitted.** **Hats are never to be worn in the building.**
15. **Buses** – June 20 – June 27th inclusive, buses will run on their normal schedule. **There will be no early dismissal bus runs.**
16. **Textbook Return:** Students are responsible for returning the **textbook(s) issued to them** and any outstanding money for textbooks/materials **PRIOR** to writing the exam. **STUDENTS WHO HAVE NOT RETURNED OUTSTANDING ITEMS MAY NOT BE ADMITTED TO THE EXAMINATION AREA, AND WILL BE SENT TO THE VICE-PRINCIPALS.**
19. **EMERGENCY SCHOOL CLOSURE POLICY:** If for any reason, i.e. inclement weather, the school is closed for a day during the exam period, the remaining exam days will be shifted back one day (e.g. if school is cancelled on Thurs June 21st, that exam will be written on Fri. June 22nd and so on..

Exam schedule on back